Supplier Registration & Online Portal Guide

Step	Navigation
1.	You will receive an email for a New Supplier Registration from a Bally's employee. The email will provide a link to the Bally's Supplier Registration site to enter your company's information. Please follow the link to complete your new supplier setup or update an existing supplier. A step-by-step guide is below. Bally's Supplier Portal ▶ Inbox × 🖨 📎 5:07 PM (0 minutes ago) ☆ ☺ ↩ to me ▾ Congratulations! A location at Bally's would like to engage your company as a supplier. To start this process, you must register by clicking on the URL provided below. New Supplier Registration Attached you will find detailed instructions to complete your registration. The cycle time of this process usually takes up to 48 hours, however, it can vary based on the completeness of required information. Thank you for your business partnership! Bally's Supplier Maintenance One attachment • Scanned by Gmail ⓘ Bally's Supplier Portal Overview – Read 📕 Oracle Supplier P...
2.	To register a new supplier, use the supplier registration URL corresponding to the Procurement BU that the supplier was invited to. Enter your email and click **Send Access Code** button.

Place company name here

Supplier Registration

Enter your email

Get a one-time access code to start.

Email

Required

Send Access Code

3.	After receiving your Access Code by email, proceed to indicate it and click **Continue.**
	Here's the access code you requested.
	UngepN8W
	The code expires in 15 minutes.
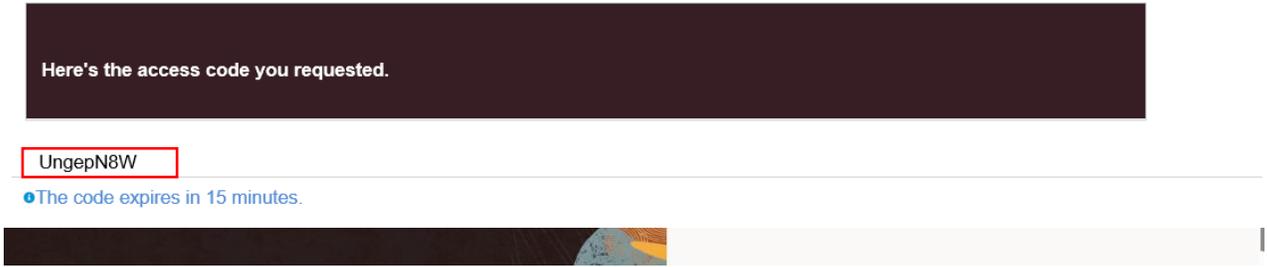
4.	Enter company details
	a) Enter Company name in Company field.
	b) Enter Website
	c) Select Country
	d) Enter Taxpayer ID (You must enter your SSN or Federal Tax ID) (Required)
	e) Enter Tax Registration Number (if applicable) – Optional – Not all will have this number.
	f) Enter D-U-N-S Number (if applicable) - Not all will have this number.
	g) Select Organization Type – (From you W9 Tax Classification) i.e., Corp, LLC, etc.
	h) Select Type – What type of goods or services are provided?
	i) Enter Text in Note to Approver if needed. Optional – Not Required
	Click on Continue

Company Details

1 | 5

Company Details

Contacts

Addresses

Business Classifications

Questionnaire

5.	Enter Contact Information (First Name, Last Name, Email, Mobile, Job title) Select Yes or No to the question "Is this an administrative contact? Select Yes or No to the question "Does this contact need user account?" If you select yes, then enable all check boxes under "What user roles does this contact need?" If additional contacts are required, click on Add Another Contact button. Click **Continue.**

Is this an administrative contact?
Administrative contact will receive general communications from us.   ⦿ Yes   ○ No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks.   ⦿ Yes   ○ No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

☑ **Supplier Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

☑ **Supplier Bidder**
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

☑ **Ballys Supplier Portal**
Ballys custom role is not to edit the purchase orders by the supplier portal users.

☑ **Ballys Supplier Accounts Receivable Specialist**
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.

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+ Add Another Contact

| 6. | Enter an address name and address information with phone numbers.

a. Enter Address Name (This is the name of the city or town of the remittance address).
b. Click the checkbox for which this address applies; Receive Purchase Orders, Receive Payments, Bid on RFQs, or some combination of the three.
c. Select Country from drop down menu.
d. Enter Address Line 1 (Line 2 if required).
e. Enter City from drop down menu.
f. Select State.
g. Enter Postal Code.
h. Check box Under "Which Contacts are associated to this address?" for appropriate contact.
i. Click on Add Another Address and repeat step 6 if required.
j. Click on Save.

Click on Continue |

The click **Continue.**

7.	A current W9 form for US based suppliers or a W8 for non-US based suppliers is required. Select the most applicable classification, add certification information and upload the documentation. If more than one classification applies, click Add Another Business Classification and enter in the additional details. Once all classifications and documentations are completed, click **Continue.**

| 8. | Fill out the questionnaire with all the correct and appropriate options. All sections must be answered. |

| 9. | Review all the details entered and save the information. |

10.	When all data has been entered, click the **Submit** button to submit for approval.
	End of Section 4 of 4 Previous Section Next Section Updated just now Cancel Save **Submit**
11.	Supplier Set-Up will review your registration. You will be able to track the status of your request via the Supplier Portal. You will receive an email with your Approval Notification when our Supplier Set-Up has reviewed and completed your setup. It is important to have email and phone contact information if the team has any questions regarding your setup. Congratulations! You may log in and see your invoice and payment details. **Supplier Registration Request 236002 Was Approved** ED ecwl-dev3.fa.sender@workflow.mail.us2.cloud.oracle.co To ● Rajender Reddy Pullannagari 22:11 **ClubCorp Enterprise (CC US BU)** Your Supplier Registration Request was Approved Request Number 236002 Request Date 17 October 2023 Requested By rajender.pullannagari@thehackettgroup.com Company ABC Corp ❶User account information will be sent in a separate email.

12.	Supplier Registration - Password Reset
	To reset your password, select Forgot Password on the Login Screen

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

User ID

Password

Password

Forgot Password

Sign In

Enter in your email. Click forgot password and hit Submit

Forgot Password

* User Name or Email

User Name or Email

* Options

◯ Forgot user name

◉ Forgot password

Submit   Cancel

13.	Email confirmation to reset the password will be sent to the Supplier email on record Click the link to reset your password. **Bally's:Oracle Fusion Applications-Password Reset Information** ➤ Inbox × **extw-dev1.fa.sender@workflow.email.ca-montreal-1.ocs.oraclecloud.com** 4:58 PM (1 minute ago) to me ▾ Dear Test 1, Congratulations! Your Oracle Fusion Applications account has been successfully created. Please follow the link below to reset your password. https://fa-extw-dev1-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=a7a3925a4a2a4c18b0817af128507e7a For any issues, contact your system administrator. Thank You, Bally's Admin Team Oracle Fusion Applications
14.	End of Supplier Registration and Password Reset